

Polypipe Civils & Green Urbanisation

Transport Supervisor, Horncastle

We are currently looking to recruit an enthusiastic Transport Supervisor to work within the Transport team at our Horncastle site on a temporary, full time (40 hours per week), 12-month fixed term contract basis.

Reporting directly to the Transport & Logistics Manager, the Transport Supervisor plays a crucial role in ensuring all operational and transport functions within the department run smoothly.

The primary focus for this role is to supervise both the transport planning and transport administration areas of a fast-paced department making sure the department functions efficiently.

Daily tasks and accountabilities include: -

- Ensure all loads are planned and allocated both to PP vehicles & subcontractors
- Complete day to day tasks (invoicing, POD matching and scanning)
- Complete the RMA process from collection through to completion
- Attend regular meetings and to support the Transport & Logistics Manager in other meetings where necessary
- Handling and / or supporting customer complaints
- Staff training – education, improvements & process training

This role requires someone who is flexible, self-motivated and has exceptional communication skills with the ability to multi-task to ensure they achieve departmental deadlines.

We are interested in seeking applications from candidates with previous work experience in a transport administration or supervisory role. You must be proficient in all Microsoft Office applications and have exemplary attention to detail qualities.



People are at the forefront of everything we do, we have a unique culture where you can be yourself, contribute your ideas to make continuous improvements and take pride in achieving results to support the overall success of our growing business. We recognise the value of investing in our people through comprehensive training and personal development courses. Along with a competitive rate of pay, a variety of shift options to support a healthy work-life balance our comprehensive benefits package which includes: -

- Save as you earn Sharesave Scheme
- Monthly attendance bonus for hourly paid employees
- Bonus schemes (Monthly commission upon completion of probationary period)
- Contributory pension scheme
- Life assurance (linked to pension scheme membership)
- Access to a variety of high street discounts via our Network Benefits employee benefit
- Cycle to work scheme
- Free flu vouchers
- Various health & wellbeing initiatives including complimentary occupational health on-site physiotherapy and counselling services
- Employee Assistance Programme with 24/7 confidential telephone helpline support
- Staff discount on all Genuit Group products
- Free on-site parking

Should you wish to apply for this position please send your CV and covering letter to civils.careers@polypipe.com

